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AUTHOR DiFede, Pat; Edwards, Larcelous, Jr.
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ABSTRACT

This report is focused on retention of minority students at Broward Community College. Convinced that identifiable minorities can progress through the college and its programs if they receive appropriate assistance, Broward Community College along with Broward Manpower Council designed a work experience program for full-time students who can work up to 20 hours per week at $2.30 per hour. The program purpose is twofold: (1) it provides college-level individuals with a subsidy from the college for one term of study and (2) it allows students to experience working in their major field of interest for one term through a subsidy from the Broward Manpower Council. Participants are under the aegis of campus personnel, or work as interns in career-related jobs in local agencies. The unique coupling of classroom learning and technical work experience aids students in making a successful transition from the school milieu to the job environment. (Author/VG)

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MINORITY RETENTION: INNOVATIVE PROGRAMS- THE BROWARD COMMUNITY COLLEGE/ BROWARD MANPOWER COUNCIL WORK EXPERIENCE PROGRAM

Ms. Pat Di Fede
Mr. Larcelous Edwards, Jr.

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In the summer of 1976 two very concerned Broward Community College students, namely Don Harvey, the President of the Student Government Association and Larcelous Edwards, the Chairman of the Students for Black Awareness, planned and organized the Comprehensive Summer Youth Employment Program. Their reasons for iniating this program were many:

(1) Few, if any, minority students enrolled at Broward Community College planned to attend other educational institutions and most were not even graduating from Broward Community College;

(2) Unemployment in Broward County during the past summer had been 11.8% and 60% of that 11.8% were minority students just out of high school;

(3) Broward Community College minority enrollment during the past summer had been only 4.8% of the entire college population;

(4) Past summer programs had failed to provide meaningful work experience to the majority of the students.

With the knowledge that Broward Manpower Council planned to spend $1.2 million for 3500 students, Mr. Harvey and Mr. Edwards met with concerned students, administrators, teachers and community members to propose a small program for approximately 100 students to insure that at least 3.5% of the summer enrollees would receive a meaningful work experience. By exposing these youths to practical work experience, individual counseling and career planning workshops it was agreed that the youth would gain a better understanding of themselves and the world of work, in general.

The goals of the Summer Program were many;

(1) To provide gainful employment to disadvantaged youth;

(2) To provide practical work experience in an educationally related area;

(3) To provide experience to the workings of a community college;

(4) To provide exposure to the working world;

(5) To provide career training, and;

(6) To provide an environment that would stimulate, and motivate participants to discover

qualities in themselves of which they were unaware.

The proposal was presented to the Broward Manpower Council and shortly after approved as a special program within the summer program at large. Funds totaling $88,000.00 were allotted for wages of enrollees, group leaders and other staff for a period of 10 weeks. Enrollees received $2.30 per hour, for 30 hours per week. Group leaders, who each supervised 10 enrollees, received $3.25 per hour for 30 hours per week.

After receiving approval, Mr. Edwards and Mr. Harvey developed 27 job sites between the three campuses to staff exactly 91 program participants.

Enrollees were selected on the basis of an individual interview. Both Mr. Edwards and Mr. Harvey contacted the occupational specialists at all the high schools and asked them to identify approximately 15 students who would be both interested and eligible for the program. Interviews were conducted at the high schools and those students selected were further instructed to complete intake procedures at the Manpower Summer Intake Office.

The group leaders, also selected through a pre-screening interview, were college students who served as consultants, advisors and companions to the enrollees. As a consultant, they informed the participants about skills and qualifications needed for specfic educational or employment endeavors. As an advisor, they counseled the participants on concerns involving education, employment, or self. As a companion they attempted to motivate the participants to continue his/her education. Generally speaking, each group leader was considered a wealth of information from who enrollees could reach into and secure data on various concerns.

In evaluating the short term success of the summer program a questionnaire was distributed to each participant and the supervisor of each participant. (See appendix A and B)

Of the 91 participants, 72 responded. Of the 72 participants who responded 70 or 97% said they would participate if the program was offered again; 68 or 94% of them said they would recommend the program to others; and 50 or 70% of them rated their job site as good. (See appendix C for results)

We received an overall favorable response from the supervisors of these participants. Of the 18 supervisors who responded, 16 or 89% felt that their department had benefitted from the participants work; 14 or 78% recommended that the program be continued on a year round basis; and 14 or 78% were agreeable to employing Manpower participants in the future. (See appendix C)

Not only are the participants' and supervisors' opinions important, but more important are the numbers of students both recruited and retained at the college. Of the 26 Broward Community College students enrolled in the summer program, 24 or 92% of them returned to school for the fall term. Of the 32 high school graduates in the program, 16 or 50% enrolled at Broward Commity College for the fall term, making a total of 40 summer participants enrolled at the college for the fall term. Of these 40, 25 or 62% are presently evrolled in the current spring term. (See appendix D for results)

Having viewed the summer program as a succuess and a ey factor in recruiting new and retaining old students, it was agreed that such a program operated on a year round basis would also prove successful and essential to the college's minority recruitment and retention plan. Not only could we provide education, employment and experience, but we could provide more and better services if the program existed on a year round basis. Students could have access to individualized counseling, academic advisement, the career placement center, and the cooperative education program.

Thus, the summer program laid the foundation for the Broward Community College/Broward Manpower Council's Work Experience Program that is currently being operated on all three college campuses.

After several brainstorming sessions we presented our proposal for contract to the Broward Manpower Council. The general purpose of the Work Experience Program as conceived and proposed in the contract proposal is to provide low-income college level individuals with an employment opportunity as well as a unique learning experience by training them in specific fields of occupational interest while they are progressing toward a degree. The program's purpose is, therefore, twofold:

(1) It provides low-income college-level individuals with one term of tuition-free education as subsidized by the college, and;

(2) It provides these individuals with a specifically designed work experience in the area of their major field of interest as subsidized by the Manpower Council.

With this unique coupling of classroom learning and technical work experience the student will be better equipped to make a successful transition from the school environment to the job community.

We received approval for the contract in October 1976 and the program officially began on November 1, 1976. Participants did not begin working, however, until mid-December as we spent the month of November developing job sites on and off campus and devising training plans with the supervisors of each potential job site. (See Appendix E for copy of training plan). These training plans are devised so that the participants will not just be considered extra help for staff members. Supervisors are instructed to provide at least a minimal amount of training and supervision during the work experience. Once the training plans are reviewed and approved intake and assessment procedures follow.

Each work experience advisor on each campus conducts a preliminary screening of all interested individuals. If an individual meets with the Broward Manpower Council's Priority Rating System and can be appropriately matched to an available training slot, then he or she would be scheduled for an intake interview at a local Manpower Office.

The program, being experimental in nature, is designed for

only 50 participants. Each participant works 15-20 hours per week and earns $2.30 per hour. Most participants work directly under the supervision of a department head or a secretary, while others work as interns in career-related jobs in local community agencies.

An example of one job site is that at the Learning Resources Department at our Central Campus. Here a student majoring in design drafting is provided the opportunity to learn film processing and developing, silk screening, video taping, and T.V. orogramming.

A majority of our secretarial science majors are placed in various offices on campus. Other jobs include library assistants in the library, career placement aides in the career placement center, and recreation-facility attendants in the Student Activities Office.

The counseling department on each campus helps us to design each individual's classroom learning experience according to each of their major field of interest. Many students who enter our program need classes that are designed for underachievers and disadvantaged students. To these students we recommend our 095 classes, where students will receive academic credit, but credits will not be transferable.

Individulized counseling is another service offered the participants. We deal with problems concernig school work, classroom performance, job performance, career planning and those of a more personal nature.

Aside from the work experience, the classroom experience and the individualized counseling, a fourth aspect of the program is the program workshops. Each participant takes part in three workshops during their term in the program. These workshops are centered around Values Clarification, Career Planning, Resume Writing and Interview Techniques. Active participation is encouraged on the part of all the students. In some cases, the participants have the opportunity to plan and conduct the workshop.

In order to evaluate the on going program we distributed questionnaires to each participant and the supervisor of each participant. (See Appendix F and G for copies of these questionnaires and results). For the most part, we received favorable responses from all involved. More than half of the supervisors feel that their Manpower worker is above average in his or her performance, effort, and attitude. On the other end, more than half of the participants rated the quality of supervision, the supervisor's attitude, the working conditions, and the work experience, in general to be above average. In addition, about half of the supervisors requested the same student for next term, while more than half of the participants expressed a desire to be in the program again.

Broward Community College is an institution that aspires to develop the minds of young people in Broward County and introduce the total community to higher education. With all the educational porgrams at Broward Community College that are specifically designed to service the community of Broward County, we feel that the Work Experience Program, with its unique purposes, has brought the full objective of the community college to the youth of Broward County.

APPENDIX A

BROWARD COMMUNITY COLLEGE

COMPREHENSIVE SUMMER YOUTH EMPLOYMENT PROGRAM

SUPERVISOR'S PROGRAM EVALUATION

Supervisor's Name: _____

Job Site: _____

1. Did your department participate in the Broward Manpower Program last year? (yes/no)

2. Do you feel your department benefitted from the work of your enrollee? (yes/no)

3. Would you recommend that this program be continued on a year-round basis? (yes/no)

4. Do you have comments on the work experience objective of the Broward Community College Comprehensive Summer Youth Employment Program? (yes/no)

5. What is your overall opinion of the Broward Community College Comprehensive Summer Youth Employment Program? _____

_____

6. On the whole, would you care to employ people from the Broward Manpower Council in the future? _____.

APPENDIX B

ENROLLEE EVALUATION FORM

1. Did you work in the Broward Manpower Council program last year?
   (yes) (no)

2. If so, how would you evaluate that program?
   ( ) Good ( ) Fair ( ) Poor

3. How would you rate the Comprehensive Summer Youth Employment Program?
   ( ) Good ( ) Fair ( ) Poor

4. Evaluate your job site.
   ( ) Good ( ) Fair ( ) Poor

5. How would you evaluate the educational aspects of this program?
   ( ) Good ( ) Fair ( ) Poor

6. Evaluate the workshops.
   ( ) Good ( ) Fair ( ) Poor

7. How do you evaluate your group leader?
   ( ) Good ( ) Fair ( ) Poor

8. Would you participate in this program again?
   ( ) Good ( ) Fair ( ) Poor

9. Would you recommend this program to your friends?
   (yes) (no)

APPENDIX C

Participant's Evaluation of CSYEP

Questions	YES		NO		Total
	No.	%	No.	%	
#1 work last summer?	19	26	53	74	72
#8 participate again?	70	97	02	03	72
#9 recommend program?	68	94	04	06	72

(con't)

Questions	Good		Fair		Poor		No Response		Total
	No	%	No.	%	No.	%	No	%	
#2 Last Summer's program	09	47	10	53	N/A	N/A	N/A	N/A	19
#3 CSYEP 1976	37	51	31	43	04	06	00	00	72
#4 Job Site	50	61.5	21	29	01	1.5	00	00	72
#5 Educational Aspect	36	50	27	31.5	09	12.5	00	00	72
#6 Program Workshop	44	61	22	30.5	05	07	01	1.5	72
#7 Group Leader	66	92	06	08	00	00	00	00	72

APPENDIX D

Summer Program Participants

Status	No. Enrolled During Summer Program	No. Enrolled During Fall Term	No. Enrolled During Spring Term
High School Stdnt.	29	29	29
High School Grad.	32	00	00
B.C.C. student	26	40	25
Other College	04	09	09
Vocational School	00	04	04
Armed Forces	00	02	02
Unknown	00	07	22
Total	91	91	91

The most significant figures in the above chart are those across line 3. Of the 26 participants in the summer program 24 or 92% returned to school, while 16 or 50% of the 32 high school graduates in the program enrolled in the college, making a total of 40 students from the summer program enrolled in the college for the fall term. Of these 40, 25 or 62% are presently enrolled this spring term.

APPENDIX E

BCC/BMC WORK EXPERIENCE TRAINING PLAN

CAMPUS (circle one) NORTH CENTRAL DOWNTOWN

DEPARTMENT: _____

DEPARTMENT HEAD: _____

If above named person will not be the participant's immediate supervisor please identify the person who will be designated as the supervisor, responsible for training and supervison of participant(s): _____

Phone Number of Supervisor(include extension): _____

Number of participants requested: _____

Days and Hours preferred: _____

Number of weeks suggested for training: _____

Approximate number of hours per week to be provided for supervision and training: _____

Training entry criteria (Note both skills, educational and physical requirements, licenses, certificates or bonding required)

1. _____
2. _____
3. _____
4. _____
5. _____

JOB DESCRIPTION: (General statement regarding duties and responsibilities of job)

_____

_____

_____

_____

_____

_____

Performance Standards (list levels of skills and behavioral goals to be reached at half-way point and completion point, mention equipment and/or tools worker will use).

Half-Way Point	Completion Point
1a.)_____	1b.)_____
2a.)_____	2b.)_____
3a.)_____	3b.)_____
4a.)_____	4b.)_____
5a.)_____	5b.)_____

APPENDIX F

B.C.C./B.M.C. WORK EXPERIENCE PROGRAM

SUPERVISOR'S EVALUATION OF PARTICIPANT

Participant's Name: _____

Please check the appropriate column.

	ABOVE AVERAGE	AVERAGE	BELOW AVERAGE
Performance			
Effort			
Attitude			
* Attendance			
* Promptness			

* For rating attendance and promptness, please use thefollowing guidelines:

	ABOVE AVERAGE	AVERAGE	BELOW AVERAGE
Attendance	always present	no more than 3 absences per month	more than 3 absences per month
Promptness	always on time	comes late no more than 3 times / mo.	comes late more than 3 times / mo.

IF effort, performance or attitude are checked below average please state your reasons for this choice.

_____

_____

_____

APPENDIX F

B.C.C./B.M.C. WORK EXPERIENCE PROGRAM

Participant's Self Evaluation

PARTICIPANT'S NAME: _____

	ABOVE AVERAGE	AVERAGE	BELOW AVERAGE
Performance			
Effort			
Attitude			
* Attendance			
*Promptness			

* For rating attendance and promptness; please use the following definitions:

	ABOVE AVERAGE	AVERAGE	BELOW AVERAGE
Attendance	always present	no more than 3 absences per month	more than 3 absences per month
Promptness	always on time	comes late no more than 3 times per month	comes late more than 3 times per month

APPENDIX F

B.C.C. B.C.C./B.M.C. WORK EXPERIENCE PROGRAM

Participant's Evaluation of Supervisor & Program

PARTICIPANT'S NAME: _____

	ABOVE AVERAGE	AVERAGE	BELOW AVERAGE
Work Load			
Quality of Supervision			
Supervisor's Attitude			
Working Conditions			
Workshops			
Work Experience in general			

APPENDIX G

Supervisor's Evaluation of Participant

Topic	Above Average		Average		Below Average		Total
	No.	%	No.	%	No.	%	
Performance	34	62	18	33	03	05	55
Effort	31	56	22	40	02	04	55
Attitude	36	65	17	31	02	04	55
Attendance	24	43.6	24	43.6	07	12.8	55
Promptness	24	43.6	24	43.6	07	12.8	55

Participant's Evaluation of Supervisor & Program

Topic	Above Average		Average		Below Average		No Response		Total
	No.	%	No.	%	No.	%	No.	%	
Work Load	20	42	23	48	02	04	03	05	48
Quality of Supervision	32	67	15	31	01	02	00	00	48
Supervisor's Attitude	33	69	13	27	02	04	00	00	48
Working Conditions	30	65	13	27	04	08	01	02	48
Workshops	21	44	25	52	01	02	01	02	48
Work Experience in Gen.	35	73	12	25	01	02	00	00	48